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DD/S 64-2060

Approved For Release 2004/10/27 : CIA-RDP67-00134R000200040009-5

7 April 1964

MEMORANDUM FOR: Inspector General

Jack:

As you know, the first running of the Supervisory Responsibilities Program will be in the auditorium on Friday, 10 April 1964. I attach hereto the schedule for the day's program.

We are extremely anxious to critique and evaluate this first presentation so that we can decide what changes will be desirable for subsequent presentations to the remainder of the Agency's supervisors. While this first presentation is for DD/S supervisors, I should appreciate your designating someone to attend the entire presentation and to advise you and the Director of Training as soon thereafter as possible of any changes he recommends for subsequent presentations. I hope that you will designate a senior person whose judgment would be valuable to all of us in attempting to make this important and time-consuming course as valuable as possible to all of our supervisors.

I should very much appreciate your giving the name of your representative to [redacted] before 10 April so that we can work with him in the total evaluation of the program.

8 Apr 64
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[redacted]
L. K. White
Deputy Director
for Support

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Noted
JCE/ETA

13 April 1964

MEMORANDUM FOR: Mr. Earman

SUBJECT : Reorientation on Supervisory Responsibilities

1. I thought the session on Friday was very good indeed, was taken seriously and struck the right notes.

2. I believe the talks could be compressed from 30 to 20 minutes each. I got the least out of [] talk - which was a bit too technical in some spots. His examples of problem areas were good though. Terms like "impressed funds" don't mean much to the average supervisor, however. I would suggest that consideration be given to eliminating the panel session. An alternative would be for Kirk to sum up along the lines of his talk at the end of the panel session on Friday - which I thought very good.

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3. I didn't hear the security lecture because I attended the reorientation session on security the week before, but I wonder if most supervisors won't have attended the security reorientation by the time they schedule supervisor sessions for the DD/P, DD/I and DD/S&T, and whether a different security briefing might not be in order for supervisors.

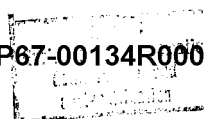
4. I think that Emmett Echols might give more emphasis to the rating of supervisory performance on fitness reports. This is a relatively new development, and one which needs continuing emphasis because it is not being done well, as I understand it.

5. If the session could be compressed into a morning instead of continuing all day, I think it would have more impact, cost less and give the complainers less cause for griping.

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TRANSMITTAL SLIP		DATE 7 April 1964
TO: Inspector General		
ROOM NO. 7 D 49	BUILDING HQ	
REMARKS:		
FROM: Deputy Director for Support		
ROOM NO. 7 D 26	BUILDING HQ	EXTENSION <div></div>
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	☆ GPO : 1957 O-458443 (47)

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Reorientation for Supervisors

April 10, 1964

Auditorium

0900 - 0915	Director of Central Intelligence
0915 - 1000	Deputy Director for Support
1000 - 1020	Break
1020 - 1110	Chief, Medical Staff
1110 - 1145	Director of Finance
1145 - 1300	Lunch
1300 - 1400	Security Staff Officer
1400 - 1450	Director of Personnel
1450 - 1510	Break
1510 - 1615	Panel (Chaired by Executive Director/ Comptroller Members - Director of Security, Director of Personnel, Director of Finance, Chief, Medical Staff)